



STATE OF WASHINGTON
GAMBLING COMMISSION

P.O. Box 42400 • Olympia, Washington 98504-2400 • (360) 438-7654 • TDD (360) 438-7638 • FAX (360) 438-7503

RE: INFORMATION SHEET – REQUESTING PUBLIC RECORDS

The Commission follows RCW 42.17 and WAC 230-60 regarding disclosure of its public records.

• **ALL RECORDS AVAILABLE FOR PUBLIC DISCLOSURE ARE:**

- Issued through the Commission's office at 649 Woodland Square Loop SE, Lacey, Washington;
- Available during normal office hours, Monday through Friday, 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m., excluding holidays.

• **RECORDS EXEMPT FROM DISCLOSURE ARE LISTED IN RCW 42.17.310 OR IN OTHER LAWS THAT PREVENT DISCLOSURE OF CERTAIN DOCUMENTS. SOME EXAMPLES INCLUDE:**

- Investigative or intelligence records, the nondisclosure of which is necessary for effective law enforcement;
- Records pending court or administrative action;
- Information that identifies a complainant, witness, or victim who requests nondisclosure;
- Preliminary drafts, notes, recommendations and intra-agency memorandums not publicly cited by the agency in connection with any agency action;
- Records or sections of records that invade a person's right to privacy; and
- Agency personnel records.

• **REQUESTS TO VIEW OR COPY GAMBLING COMMISSION PUBLIC RECORDS MAY:**

- Be made by mail, e-mail, telephone, fax, or in person;
- Incur copying and other costs explained on the enclosed form, which must be paid before documents can be released.

• **RECORDS OBTAINED THROUGH PUBLIC DISCLOSURE THAT IDENTIFY LICENSED INDIVIDUALS MAY:**

- **NOT** be used for any commercial purpose;
- **NOT** be used to contact licensed individuals as part of a profit seeking business activity.

• **DELAYS COMPLETING YOUR REQUEST MAY OCCUR WHEN:**

- Your request is too broad or too vague;
- The record(s) requested cannot be readily identified; or
- Other agencies or persons affected by the request must be contacted. (RCW 42.17.330 allows the commission to notify persons named in the record prior to disclosure of the record.)

• **AVOID DELAYS BY:**

- Calling for assistance;
- Signing the form and including your phone number; and
- Including the proper payment.

Assistance and help completing the form is available at (360) 438-7654, extension 315, in-state toll-free

1-800-345-2529, extension 315, or fax (360) 438-7503.